

Minutes of the Finance Committee

Wednesday, November 17, 2004

Chair Haukohl called the meeting to order at 8:46 a.m.

Present: Supervisors Pat Haukohl (Chair), Genia Bruce, Bonnie Morris, Joe Marchese, Jim Behrend, and Don Broesch. Ken Herro arrived at 9:23 a.m. Morris left the meeting at 10:55 a.m. and returned at 11:20 a.m.

Also Present: Legislative Policy Advisor Mark Mader, Sheriff's Business Manager Tom Koth, Deputy Inspector Steve Marks, Senior Risk Management Analyst Jeff Newcomb, Risk Management Administrator Laura Stauffer, Purchasing Manager Susan Connelly, Collections & Business Services Manager Sean Sander, Senior Financial Analyst Linda Hein, Enterprise Operations Manager Pete Pulos, Senior Financial Analyst Clara Daniels, Budget Manager Keith Swartz, and Senior Financial Analyst Mike Baniel.

Approve Minutes of 10-25 & 11-3

MOTION: Behrend moved, second by Broesch to approve the minutes of 10-25-04. Morris made an amendment to the minutes. Motion carried 6-0 as amended.

MOTION: Morris moved, second by Bruce to approve the minutes of 11-3-04. Haukohl made an amendment to the minutes. Motion carried 6-0 as amended.

Chair's Executive Committee Reports of 11-9-04 and 11-15-04

Haukohl advised of the following items discussed at the 11-9 and 11-15 Executive Committee meetings.

- 11-9: Reviewed in-rem properties that haven't sold and whether we can reduce the appraised value to get them on the market and back on the taxrolls. The committee agreed that the asking price for seven properties should be reduced.
- 11-15: Reviewed the policy on grant applications. The committee agreed that we have a good procedure in place.
- 11-15: Reviewed the legislative agenda for this next session of the State Legislature, most of which are Wisconsin Counties Association positions that have already been established in the County. Copies are available through Legislative Policy Advisor Dave Krahn. We will also be encouraging the legislature to revisit certain issues that were dropped during the last session.

Schedule Next Meeting Dates

- December 8th

Announcements

Marchese felt the County should consider taxing tavern-type video gaming machines for additional revenues.

Ordinance 159-O-077: Amend 2004 Sheriff's Department Budget – Expenditure of Seized Funds

Koth said they want to use \$12,900 in seized funds to expand their Tazer weapon program which will be used to pay for 10 additional Tazers and ammunition. Koth noted that staff training costs

will come out of their own budget. As of September 2004, the department has unappropriated seized funds totaling \$63,237. The committee will tour the jail within the next few months to include a demonstration of the Tazer program.

MOTION: Behrend moved, second by Broesch to approve ordinance 159-O-077. Motion carried 6-0.

Herro arrived at 9:23 a.m.

3rd Quarter Status Report on Claims

Newcomb reviewed the 3rd quarter report entitled “Waukesha County Worker’s Compensation 2000-2004 Claims History Summary “ as outlined. The total incurred by the end of the 3rd quarter of 2004 was \$209,732. A total of 89 claims have opened since January 1, 2004 and by the end of the 3rd quarter, 43 remained open. Since January 1, 2000, 566 claims have opened and a total of 53 remained open. The total incurred since 1/1/00 was \$1,625,982. Newcomb highlighted some of the larger claims that opened and those that closed.

Stauffer reviewed the 3rd quarter report entitled “Waukesha County Claims History 2000-2004” as outlined. For general liability claims, a total of 25 claims opened by the end of the 3rd quarter of 2004 and 20 remained open. The total incurred by the end of this quarter was \$33,307. A total of 13 auto liability claims have opened and 4 remained open while the total incurred was \$11,159. With regards to auto physical damage claims, 23 were opened, 7 remained open, and the total incurred was \$47,864. A total of 15 property damage claims were opened and 9 remained open at the end of the 3rd quarter. The total incurred was \$100,534. Since 1/1/00, the total incurred in each of these categories was \$1,564,088. Stauffer highlighted some of the larger claims that opened and those that closed.

MOTION: Morris moved, second by Bruce to accept the claims report. Motion carried 7-0.

Ordinance 159-O-078: Set Bond Levels for County Officers

This issue was discussed at the November 3 Finance Committee meeting. Stauffer said the only thing that has changed since that discussion was that we were able to get a two-year premium rate and they will knock 15% off the second year since we’re paying in advance. Haukohl commented that this, combined with lowering the bond limit for the Clerk of Courts, will save the County about \$768.

MOTION: Bruce moved, second by Herro to approve ordinance 159-O-078. Motion carried 7-0.

Contract Procurement Process for Office Supplies

Herro, a member of the evaluation committee, said the contract was awarded to Corporate Express, the highest rated proposer, for a total contract cost of \$1,035,000 for three years. The first year budgeted amount was \$345,000 and the cost for each of the three years is \$345,000. A total of four vendors had submitted RFP’s for consideration.

MOTION: Herro moved, second by Behrend to approve the contract procurement process for office supplies. Motion carried 7-0.

3rd Quarter Status Report on Proprietary Funds

Sander and Hein reviewed the 3rd quarter report on the County’s various enterprise and internal

service funds. Those funds that showed a net income at the end of the 3rd quarter were the Naga-Waukeee Golf Course (\$381,833), Materials Recycling (\$1,280,725), Vehicle / Equipment Replacement (\$64,089), Radio Services (\$312,614), Records Management (\$114,801), Communications (\$142,734), Collections (\$264,042), and End User Technology (\$426,503). Those funds that showed a net income loss were the Wanaki Golf Course (-\$99,303), Moor Downs Golf Course (-\$37,734), Naga-Waukeee Ice Arena (-\$89,181), Eble Park Ice Arena (-\$64,725), Exposition Center (-\$21,798), Airport (-\$65,902), Central Fleet (\$20,778), and Risk Management/Worker's Compensation (-\$188,049).

Morris returned at 11:20 a.m.

3rd Quarter Status Report on General Funds

Swartz and Baniel were present to discuss the report entitled "9 Months – 2004 Budget Monitoring Summary Report – General Fund Operations" as outlined. For nine months of 2004, actual operating expenses were \$57.5 million or 69.0% of the total general fund modified expenditure budget. Expenditures for the same period in 2003 were \$52.1 million or 70.9% of total 2003 expenditures. Operating revenues received through nine months in 2004 were \$23.7 million or 71.0% of the modified revenue budget. This compares to the first nine months of 2003 when revenues of \$24.6 million were 72.4% of the total revenues earned for 2003. Swartz and Baniel reviewed each of funds as outlined.

Future Agenda Items

- Discuss the Possibility of Assessing County Taxes on Video Gaming Machines (Marchese)
- Review Increased GAL (guardian ad litem) Costs at the Juvenile Center (Herro)
- Update on Compost Operations Revenues (Haukohl)
- Tour of the New Jail with Demonstration of the Tazer Program (Committee)

MOTION: Morris moved, second by Broesch to adjourn at 12:22 p.m. Motion carried 7-0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Bonnie J. Morris
Secretary